



65TH ANNIVERSARY
VICTORIAN
TRAINING AWARDS

2019 VICTORIAN TRAINING AWARDS

NOMINATION GUIDE

INDIVIDUAL CATEGORIES



Education
and Training



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DISCLAIMER

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INTRODUCTION

WE'RE TURNING 65 IN 2019!

MAKE OUR SPECIAL YEAR YOUR SPECIAL YEAR

For the past 65 years the Victorian Training Awards have shone the spotlight on the best and brightest in the state's TAFE and training sector.

Why not make this year your turn to shine?

The rewards of success are many – aside from \$5,000 in prize money, previous winners have described their participation in the Victorian Training Awards as 'life changing'. They've gone on to bigger and better things in their careers and developed enduring personal and professional networks.

So why not give it a go? It's easy!

Check out the information outlined in this Guide on the award categories, their criteria and how to nominate, the resources available and tips on applying. You can even obtain assistance with writing your nomination if needed.

You've got nothing to lose and everything to gain – and you may just find yourself entering the Awards' Hall of Fame in 2019.

Winners will be announced at a gala ceremony in early September and will also have the opportunity to represent the state at the Australian Training Awards in Brisbane in November. They will also become Ambassadors for Victoria's TAFE and training sector.

Nominate now! Nominations close at **midnight on Friday 3 May**.

FIND OUT MORE AT:

W: www.education.vic.gov.au/vta

E: victorian.training.awards@edumail.vic.gov.au

T: 1800 290 657



ABOUT THE AWARDS

The Victorian Training Awards recognise and honour the outstanding achievements of individuals and organisations in the Victorian TAFE and training sector.

There are 16 Award categories. This booklet outlines the six individual categories and the Lynne Kosky Memorial Award for Lifetime Achievement.

INDIVIDUAL CATEGORIES

- Apprentice of the Year
- Trainee of the Year
- Vocational Student of the Year
- School-based Apprentice or Trainee of the Year
- Koorie Student of the Year
- Teacher/Trainer of the Year

Additionally, **People's Choice Awards** will be presented to finalists from individual categories. The winners will be decided by online public voting and announced live at the Awards ceremony.

AWARDS CEREMONY

You can be part of history in the making as one of the finalists participating in our special 65th Anniversary Awards ceremony.

Your story will be highlighted to your peers, training providers, employers, and government and industry representatives, exemplifying why you deserve to be in the running to be crowned the best in the state in your category. The evening creates the perfect opportunity for networking and raising your profile among leaders of the TAFE and training sector.

Tickets for the Award ceremony will go on sale in June.

Be part of this prestigious event and celebrate Victoria's vocational education and training successes!

PRIZE MONEY

Award winners will receive \$5,000 in prize money and a 2019 Victorian Training Awards trophy.

Winners of the People's Choice Awards will receive an Apple MacBook laptop valued at more than \$2,000.

2019 KEY TIMELINE

February	Nominations open
3 May, midnight	Nominations close
early May	Eligibility and evaluation commences
late May	Judging – online shortlisting
mid June	Judging – panel shortlisting
July	Successful and unsuccessful nominees notified
July	Finalist interviews
early September	Victorian Training Awards
November	Australian Training Awards



NOMINATIONS

WHY NOMINATE?

This is your opportunity to be recognised and honoured for your achievements as a participant in Victoria's TAFE and training sector.

Aside from the potential financial reward (and a MacBook laptop for the People's Choice winner), you will enjoy a once-in-a-lifetime opportunity to network, gain professional development and fast-track your career.

As a winner you will also have the opportunity to attract national recognition by representing Victoria at the Australian Training Awards in Brisbane in November.

NOMINATION ASSISTANCE

We aim to make the nomination process as simple and as streamlined as possible. We are just a phone call or email away and can put you in touch with a writer if you need help in drafting your nomination.

HOW TO NOMINATE

1. Read through the various categories and Conditions of Entry to check that you meet the eligibility and selection criteria for the award that is most relevant to you.
2. Think about the skills, experience and attributes that distinguish you as a candidate and exemplify how you meet the selection criteria.
3. Go to the nomination portal:
www.vta.awardsplatform.com
Register to nominate and follow the step by step process. Nominations may only be made through this portal.
4. Contact the **Victorian Training Awards team** for advice or for help with obtaining the assistance of our nomination writers, if required.
5. Make sure you submit your nomination by the closing date, **midnight on Friday, 3 May**.

NEW IN 2019 – STAR IN YOUR OWN VIDEO!

In 2019 all individual student category nominees have the opportunity to use digital media to tell their story.

Using your mobile phone, provide a short 90-second video that tells us, for example, who you are, why you nominated for your chosen award, what you have to contribute, your unique selling points and what you hope to gain as a participant in the Awards.

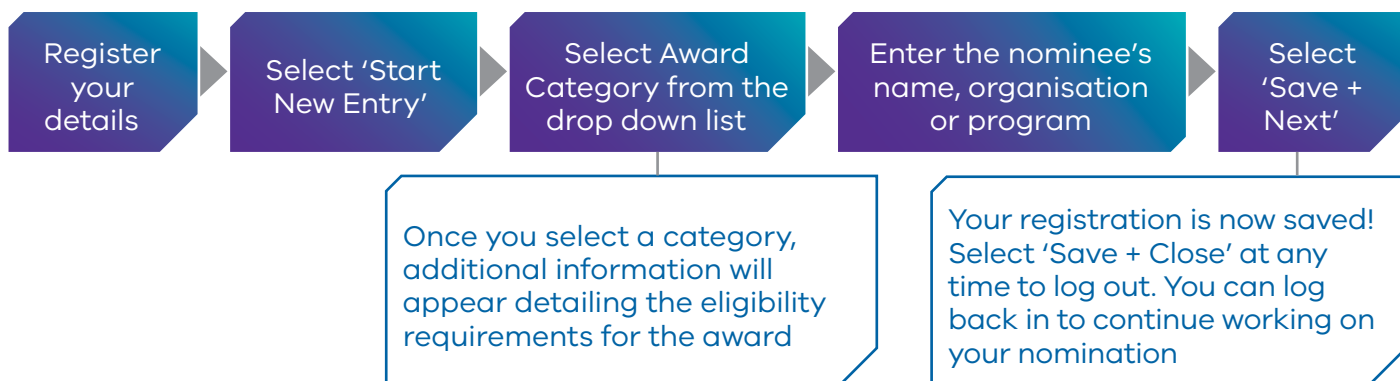
This is not a compulsory requirement, but an optional extra to present yourself in a different way from your written nomination.

Your video will not be considered as part of the formal nomination process but will just give the judges an insight into your personality.



NOMINATION PORTAL

Register at: www.vta.awardsplatform.com



Nomination steps



Submit your nomination

Once you have submitted your nomination this is your final step and the process is now complete!

Note: You are unable to make any changes to your nomination once it has been submitted.

Q: What do I do if I am having trouble uploading my nomination or supporting evidence?

A: Contact the **Victorian Training Awards** team prior to the nomination closing date.

T: 1800 290 657

E: victorian.training.awards@edumail.vic.gov.au



PREPARING YOUR NOMINATION

INDIVIDUAL STUDENT CATEGORIES

Apprentice of the Year

Trainee of the Year

Vocational Student of the Year

School-based Apprentice or Trainee of the Year

Koorie Student of the Year

SECTION A – OVERVIEW

(300 word limit)

Provide a short overview covering a description of the qualification you are enrolled in, your training provider and employer (if applicable) as well as your reason for choosing your industry and training path.

The information may be used as part of your profile summary throughout the Awards process but **will not** be used for judging purposes.

SECTION B – SELECTION CRITERIA

(400 word limit for each response)

When writing your nomination, aim to present information in a way that clearly addresses each criterion. The judging panel will be looking for evidence of:

1. how your training has contributed to your career and study plans, and to the development of your skills
2. your achievements to date, as well as any way in which your training may have helped you in other areas of your life.

The considerations provided are not additional criteria, but can be used to help you clarify what relevant information to include.

Keep the selection criteria at the forefront of your mind to help you focus on your nomination.

SUPPORTING EVIDENCE

Supporting evidence must include:

- relevant training and/or education certificates
- at least one written reference from your employer/host employer, teacher, trainer or principal
- a declaration from your employer endorsing your nomination and your time off to participate in Victorian Training Award activities (available for download from www.education.vic.gov.au/vta)
- a high resolution photo of yourself.

Additional supporting evidence, **up to a maximum of five pages** may also be attached in support of your nomination.

This might include, for example:

- copies of any certificates or prizes you may have been awarded such as a sporting award, community service award or special recognition by your employer
- commendations received
- letters and/or testimonials.

VIDEO PITCH (OPTIONAL)

Provide a video pitch of no less than 60 seconds and no more than 90 seconds in duration that tells us, for example:

- why you nominated
- what you have to contribute
- your unique selling points, and
- what you hope to get out of your experience.

Technical specifications

Upload your video directly to the nomination portal from a strong, secure connection. The maximum file size is 120MB.





ELIGIBILITY AND SELECTION CRITERIA

Apprentice of the Year

Trainee of the Year

Vocational Student of the Year

School-based Apprentice or Trainee of the Year

Koorie Student of the Year

APPRENTICE OF THE YEAR

The Apprentice of the Year Award is presented to a Victorian apprentice who has displayed outstanding achievement in all aspects of their trade.



“The award will definitely be good for my resumé. It will get my name out there and will help me get to my goal of travelling and owning my own business.

– Alyssa Heard, Winner,
2018 Apprentice of the Year

ELIGIBILITY

The following eligibility criteria applies to both the:

- Apprentice of the Year, and the
- Trainee of the Year

You must:

- be a permanent resident of Victoria
- have completed or be due to complete training in the period **1 July 2018 – 31 December 2019**
- be registered in a training course that leads to a nationally recognised outcome or qualification relevant to the award you are nominating for
- have a contract of training registered with the Victorian Registration and Qualifications Authority, and
- not be enrolled at school.

SELECTION CRITERIA

Criterion 1: Career and study achievements

Consider:

- why you chose your course
- how it changed or impacted on you
- what you have gained from completing your course
- what you have been able to bring to your workplace.

Criterion 2: Team and communication skills

Consider:

- what you have been able to tell others – workmates, employers, etc. about your training
- what you like about working in a team setting
- what traits you think are important to positively influence others.

Q: Can previous entrants nominate again?

A: **Yes** – individuals are eligible to nominate for subsequent years, provided they meet the eligibility criteria.

Criterion 3: Ability to be an Ambassador for training

Consider:

- examples where you have taken a leadership role inside or outside of work
- other activities where you have been a representative
- how you would describe the quality of your training.

Criterion 4: Other qualities and pursuits

Consider:

- if you have had to address any challenges that have impacted on your training
- if you have been required to use initiative either in your training, your personal life or your workplace
- the qualities or activities you feel would be useful in your role as Apprentice or Trainee of the Year
- your involvement in other community or industry pursuits.

Q: Can an organisation nominate on behalf of an individual?

A: **Yes** – an organisation can nominate a staff member or a student for an individual award.

TRAINEE OF THE YEAR

The Trainee of the Year Award is presented to a Victorian trainee who has displayed outstanding achievement in all aspects of their trade.



“Being a part of the 2018 Victorian Training Awards gave me the chance to reflect on everything I'd learnt during my training as an arborist and achieved in my workplace. I got to speak about my passion for working with trees and ultimately won an award that reflects well on the brilliant teachers who've helped me to excel in my field – a meaningful first step towards giving back to my industry.

– Amanda Woodhams, Winner,
2018 Trainee of the Year

VOCATIONAL STUDENT OF THE YEAR

The Vocational Student of the Year Award is presented to a student whose outstanding achievement in a course of study led to a nationally recognised qualification.

ELIGIBILITY

You must:

- be a permanent resident of Victoria
- be enrolled as a full-time or part-time student (but not an apprentice or trainee)
- have completed or be due to complete training in the period **1 July 2018 - 31 December 2019**, and
- be registered in a training course that leads to a nationally recognised outcome or qualification relevant to the award you are nominating for.

SELECTION CRITERIA

Criterion 1: Career and study achievements

Consider:

- why you chose your course
- how it has changed or impacted on you
- what you have gained from completing your course
- what you have been able to bring to your workplace.

Criterion 2: Team and communication skills

Consider:

- what you have been able to tell others – workmates, employers, etc. about your training
- what you like about working in a team setting
- what traits you think are important to positively influence others.

Criterion 3: Ability to be an Ambassador for training

Consider:

- examples where you have taken a leadership role inside or outside of work
- other activities where you have been a representative
- how you would describe the quality of your training.

Criterion 4: Other qualities and pursuits

Consider:

- if you have had to address any challenges that have impacted on your training
- if you have been required to use initiative either in your course, your home or your workplace
- the qualities or activities you feel would be useful in your role as Vocational Student of the Year
- your involvement in other community or industry pursuits.



“It's really nice to have the recognition for all the hard work I've put in to get to this point. Not just the education part of my life but my whole life to have that recognition for breaking barriers.”

– Elise Stewart, Winner,
2018 Vocational Student of the Year

SCHOOL-BASED APPRENTICE OR TRAINEE OF THE YEAR

The School-based Apprentice or Trainee of the Year Award is presented to a student who is undertaking a Certificate II or above qualification as a part-time Victorian School-based Apprentice or Trainee.

The Award recognises the student's commitment to their formal studies at school and in the workplace.

ELIGIBILITY

You must:

- be a permanent resident of Victoria
- be undertaking or completing a Certificate II or above qualification, through a Victorian School-based Apprenticeship or Traineeship
- be registered with the Victorian Registration and Qualifications Authority, and
- be enrolled at school.



“The award means so much to me. Ever since I started school I've worked so hard and I just really appreciate the acknowledgment of that.

– Sophie Babycz, Winner,
2018 School-based Apprentice or Trainee
of the Year

SELECTION CRITERIA

Criterion 1: Career and study achievements

Consider:

- why you chose your course
- how it has changed or impacted on you
- what you have gained from completing your course
- what you have been able to bring to your workplace.

Criterion 2: Team and communication skills

Consider:

- what you have been able to tell others – students, friends, etc. about your training
- what you like about working in a team setting
- what traits you think are important to positively influence others.

Criterion 3: Ability to be an Ambassador for training

Consider:

- examples where you have taken a leadership role inside or outside of work
- other activities where you have been a representative
- how you would describe the quality of your training.

Criterion 4: Other qualities and pursuits

Consider:

- if you have had to address any challenges that have impacted on your training
- if you have been required to use initiative either in your course, your home or your school or work placement
- the qualities or activities you feel would be useful in your role as School-based Apprentice or Trainee of the Year
- your involvement in other community or industry pursuits.

KOORIE STUDENT OF THE YEAR

The Koorie Student of the Year Award recognises the achievements of a Koorie student who demonstrates the relevance of lifelong learning for themselves and their community.

The term 'Koorie' used in this Award is inclusive of Aboriginal and/or Torres Strait Islander peoples.

ELIGIBILITY

You must:

- be a permanent resident of Victoria
- identify as Aboriginal and/or Torres Strait Islander
- meet the eligibility criteria for any of the below student categories:
 - Apprentice of the Year
 - Trainee of the Year
 - Vocational Student of the Year
 - School-based Apprentice or Trainee of the Year.



“The whole process was in a way a professional development – it built me as a person both emotionally and professionally and I can now, with a whole lot more confidence, go back to my work and show them that as a result of my study I was able to achieve this award.

– Lewis Brown, Winner,
2018 Koorie Student of the Year

SELECTION CRITERIA

Criterion 1: Career and study achievements

Consider:

- why you chose your course
- how it has changed or impacted on you
- what you have gained from completing your course
- any challenges you have had to address that have impacted on your training.

Criterion 2: Team and communication skills

Consider:

- what you have been able to tell others – students, friends, etc. about your training
- what you like about working in a team setting
- what traits you think are important to positively influence others.

Criterion 3: Ability to be an Ambassador for training

Consider:

- examples where you have taken a leadership role inside or outside of school or work
- other activities where you have been a representative
- how you would describe the quality of your training.

Criterion 4: Community engagement

Consider:

- how you are connected with your community or extended family
- how your training has impacted on your community
- the qualities or activities you have been involved in that you feel would be useful in your role as Koorie Student of the Year
- what you have been able to bring to your community.



PREPARING YOUR NOMINATION

Teacher/Trainer of the Year

SECTION A – OVERVIEW

(300 word limit)

Provide an overview of your areas of expertise, qualifications, courses and/or classes taught, education and work background, a description of the environment in which you operate and any specific challenges which were encountered and may have had to be overcome during the course of teaching or training.

The information may be used as part of your profile summary throughout the Awards process but **will not** be used for judging purposes.

SECTION B – SELECTION CRITERIA

(600 word limit for each response)

Present information in a way that clearly addresses each criterion.

The considerations provided are not additional criteria, but can be used to help you clarify what relevant information to include.

Keep the selection criteria at the forefront of your mind to help you focus on your nomination.

SUPPORTING EVIDENCE

Supporting evidence must include:

- evidence of your qualification
- at least one written reference from your employer/host employer
- a declaration from your employer endorsing your nomination and your time off to participate in Victorian Training Awards activities (available for download from the Victorian Training Awards website: www.education.vic.gov.au/vta)
- a high resolution photo of yourself.

Additional supporting evidence, **up to a maximum of five pages** may also be attached in support of your nomination. This might include, for example:

- commendations received
- letters and/or testimonials.



Abstract geometric shapes, including triangles and polygons, in various colors (blue, purple, yellow, orange) are scattered in the top right corner of the page.

ELIGIBILITY AND SELECTION CRITERIA

Teacher/Trainer of the Year

TEACHER/TRAINER OF THE YEAR

The Teacher/Trainer of the Year Award recognises innovation and excellence by a teacher/trainer providing nationally recognised training to students in the TAFE and training sector.

ELIGIBILITY

You must:

- have qualified (as determined by the Australian Qualifications Framework) as a teacher/trainer and be employed (or regularly contracted) by a registered training provider
- submit evidence of your qualification with your nomination
- have delivered training in Victoria (from **1 January 2018 to 31 December 2018**) which will lead/has led to nationally recognised qualifications or statements of attainment under the Australian Qualifications Framework national training system, and
- have your nomination endorsed by the registered training provider.



“I would highly recommend nominating for the Victorian Training Awards. The experience is valuable and thoroughly enjoyable – not to mention the training and other opportunities that result. I learned a lot about myself in the process of articulating the rewarding work of being a VET teacher – so go for it.”

– Wendy Lever-Henderson, Winner, 2018 Teacher/Trainer of the Year

SELECTION CRITERIA

Criterion 1: Excellence and initiatives

Consider:

- what involvement you have had in the development of new learning methodologies and training delivery
- an initiative you have implemented which has led to innovation or improvement in your delivery and/or assessment practice
- how you have shared the outcomes of your innovation or improvement with your colleagues
- the impact of these initiatives or improvements on your learners, your colleagues and your industry partners.

Criterion 2: Learner needs and focus

Consider:

- how you support the diverse needs of your learners and ensure they continue to be engaged in their learning journey
- what evidence there is of the effectiveness of the design and delivery methodologies of your training program
- examples where you have initiated a new idea or activity, etc. in response to feedback
- what learner, industry and/or community feedback mechanisms you have utilised.

Criterion 3: Commitment to VET teaching and learning

Consider:

- how you maintain and grow your own skills and knowledge
- how others are supported by you to develop skills and knowledge
- examples of your engagement with other VET professionals.

Criterion 4: Links with industry and the community

Consider:

- how active links with industry and the community are implemented in practice
- the major issues confronting the industry/ industries your program engages with and how VET practices can help address these issues
- what level of engagement you have with industry and professional bodies
- how you promote VET in industry and the community.

LYNNE KOSKY MEMORIAL AWARD FOR LIFETIME ACHIEVEMENT

The Lynne Kosky Memorial Award for Lifetime Achievement is presented in recognition of an individual's outstanding leadership and contribution to the Victorian TAFE and training sector for more than 25 years.

A contribution may be a new innovation, new knowledge, or ways to improve professional practice deemed to be above and beyond the everyday with a long-lasting impact within the sector.

ELIGIBILITY

- Established history of distinguished service to the TAFE and training sector (25 years or more, of sustained service).
- A positive and lasting contribution made to the TAFE and training sector.
- Recognised by other industry, training, education or employer groups; have the respect of professional peers.
- Acknowledged as having reached a pinnacle of their profession or industry.
- Demonstrated, over an extended period of time, a contribution which has included either research, industry achievement, professional leadership and service to the TAFE and training sector.
- Demonstrates high level personal integrity.
- Exhibited leadership and provided inspiration to others in the TAFE and training sector.
- Positively influenced the TAFE and training sector in Victoria.
- Significant and fundamental contributions made and demonstration of a lifetime commitment to the TAFE and training sector.

Note

- Individuals cannot self-nominate for this award category.
- Nominations for the Lynne Kosky Memorial Award for Lifetime Achievement can be forwarded to victorian.training.awards@edumail.vic.gov.au for consideration by the Minister for Training and Skills, Victoria.
- Nominees do not need to be currently employed to be eligible for this Award.

The nomination follows the eligibility set by the Australia Training Awards.

Once an individual has been nominated for the award, they become an enduring nominee and are therefore eligible for consideration for the Lynne Kosky Memorial Award in subsequent years.



Jennie Barrera, Winner, 2018 Lynne Kosky Memorial Award for Lifetime Achievement

Jennie Barrera has a long established history as an inspirational leader and community advocate supporting the most vulnerable members of the community to establish education and training pathways into real jobs. Jennie is recognised as a leader in innovation among the Adult Community and Further Education sector with her programs setting a quality benchmark for others to replicate across the state.

CONDITIONS OF ENTRY – INDIVIDUAL CATEGORIES

By entering the 2019 Victorian Training Awards, you agree to abide by the following Conditions of Entry:

1. All nominations must be submitted online via the Award Force portal at:
www.vta.awardsplatform.com
2. The closing date for all nominations is **midnight on Friday 3 May**. Nominees will be unable to submit nominations after this date.
3. Nominees for individual awards must be Australian citizens or permanent residents of Australia, reside in Victoria at the time of undertaking their nationally recognised training and have their training contracts registered in Victoria.
Exceptions are made for persons residing across the state border who have their training contracts registered with the Department of Education and Training, Victoria.
4. Each award category has specific criteria. All nominations **must meet** the criteria and be factually correct for the award nomination to be considered a valid entry. Non-compliance with entry criteria will be sufficient reason for the Victorian Training Awards Program team to reject the nomination.
5. A nominee must not be nominated for any similar award in another state or territory in the same year.
6. It is acknowledged that the term Koorie used in the Victorian Training Awards is inclusive of Aboriginal and/or Torres Strait Islander peoples.
7. Where an entrant is not self-nominated, they must agree to being nominated.
8. Individuals cannot self-nominate for the Lynne Kosky Memorial Award for Lifetime Achievement.
9. A posthumous award can be recognised for the Lynne Kosky Memorial Award for Lifetime Achievement; all other award categories are excluded.
10. All finalists will be requested to attend an interview in Melbourne with the judging panel for their category.
11. The decisions of the judging panels are final.
12. All finalists are required to attend the 2019 Victorian Training Awards' related events and ceremony in **early September**.

2018 PROFESSIONAL DEVELOPMENT WORKSHOP

Amanda Woodhams and
Alyssa Heard



13. Winners of the 2019 Victorian Training Awards will be nominated by Victoria for the Australian Training Awards (in aligned categories). These nominations will then be considered finalists by the Australian Training Awards.
14. Winners of the Victorian Training Awards, in aligned categories, will be required to attend the Australian Training Awards in Brisbane in November.
15. All Victorian individual representatives for the Australian Training Awards will be required to attend a mentoring session to prepare for the national awards. Further details for all finalists will be provided after the Victorian Training Awards.
16. By applying, all nominees for the Victorian Training Awards agree that all non-confidential details from their nominations, photographs and recordings can be used online, in any broadcast and print media and in a range of publicity and promotional materials by the Victorian Government.
17. The Victorian Government reserves the right to use all or part of any material generated (photographs, film footage, nominations or any detail) for the purpose of the Victorian Training Awards or for publication online, in print or other broadcast media, for publicity, promotional materials or campaigns related to skills and training.
18. Finalists and winners of the Victorian Training Awards may be required to participate in media interviews.
19. When necessary, the Department of Education and Training, Victoria reserves the right to extend the deadline for nominations for any emerging circumstances.
20. It is the responsibility of all nominees and nominators to ensure that they have selected the correct category, and submitted the nomination for that category by **midnight on Friday 3 May** to ensure consideration. The Department of Education and Training reserves the right to re-assign nominations lodged to incorrect categories at its discretion.
21. Finalists and winners of the Victorian Training Awards may be required to participate in media interviews or speaking opportunities arranged by the Awards' principal partner or the major sponsors of their individual categories.

LODGEMENT

See www.vta.awardsplatform.com to submit your nomination online. Hard copy nominations or late entries **will not** be accepted.



Lewis Brown



Elise Stewart

JUDGING PROCESS

To determine the finalists and Award winners, all nominations will be evaluated and judged as follows:

ELIGIBILITY EVALUATION

Nominations are assessed by the Victorian Training Awards evaluation team and the relevant Regulatory bodies. The eligibility criteria will be used to evaluate and determine whether the nomination is shortlisted as eligible to go through to the next stage.

SELECTION OF FINALISTS

Evaluation and judging takes approximately 10 weeks from May. The judging panel will evaluate shortlisted nominations and will determine whether the nominee is submitted to go through to the interview stage.

FINALIST INTERVIEWS

The shortlisted nominees will then be invited to attend an interview. The selection criteria will be used as the basis for questions that will be asked during the interview process.

AWARD WINNERS DETERMINED

Once the interview process is complete the judging panel will determine the award winner for each category. Winners will be announced at the gala dinner in September.

All nominees will be notified as to the outcome of their nomination and can request feedback.



“Get in early – make sure you use all the resources and connections around you. Contact the department for support. And if you’re thinking about it, or sitting on the fence, take that leap of courage and put in an application. You may find yourself being an award winner in 2019. Best of luck!”

– Nick Condratoff, 2018 VTA judge

JUDGING PANEL

Panel members are made up of representatives from government, industry, category sponsors and previous category award winners. All panel members have relevant experience and expertise to assess each category. Panels usually consist of four members and attention is taken to ensure a balance of genders and backgrounds make up the panel groups.

PANEL CHAIR

A Panel Chair is appointed from the judging panel and is the only panel member to provide feedback to finalists.



“I’d encourage people to nominate themselves for a VTA simply because it helps accelerate your career. It puts you on a path you wouldn’t normally be on had this experience not occurred.

– Imran Khan, Winner,
2010 Trainee of the Year

SCORING MATRIX

All judges will use the scoring matrix below when scoring each selection criterion.

Score	Score weighting to be used for each selection criterion
1	Unsatisfactory – Did not meet any of the selection criteria and lacked evidence to support nomination
2	Satisfactory – Met some of the selection criteria and provided evidence to support nomination
3	Good – Met most of the selection criteria and provided evidence to support nomination to a good standard
4	Very good – Met all the selection criteria and provided evidence at a very good standard
5	Exceeds expectations – Met all the selection criteria and went above and beyond to provide strong evidence to a very high standard

TOP TIPS

Congratulations on choosing to nominate for the 2019 Victorian Training Awards.

Here are our top tips to assist you in submitting your nomination.



Start today – don't wait until the last minute to begin your nomination.



Ask for help! – ask your employer, teacher/trainer or colleagues for honest feedback. If you need assistance in writing your nomination, contact the VTA team.



Cover your bases – read the selection criteria for your category and the Conditions of Entry carefully.



Think big and aim high! – make your nomination stand out and aim to take your place among the best of the best.



Tell us your story – what have you done? How have you achieved it? Use practical examples and provide evidence.



Don't be late! – submit your nomination before nominations close at **midnight on Friday 3 May**.



Mind your language – avoid using slang words, jargon or too many acronyms. Keep your language simple, clear and concise!



And finally! – should you have any questions the VTA team are here to help. Just contact us before the closing date.



Final checks – don't forget to proof read your nomination. Ask someone else to read it for you.

CHECKLIST

Have you:



Checked your eligibility?



Read and agreed to the Conditions of Entry?



Provided all the required nominee details?



Addressed all the selection criteria?



Checked your responses to the selection criteria are within the word limits?



Attached copies of relevant training certificates and other supporting material?



Attached a photo of yourself?



Uploaded your video pitch? (optional)



Submitted your nomination via the online portal www.vta.awardsplatform.com by **midnight on 3 May?**



AUSTRALIAN TRAINING AWARDS

The Australian Training Awards are the peak national awards for the TAFE and training sector, recognising individuals, businesses and registered training providers for their contribution to skilling Australia.

Winners from the Victorian Training Awards (in aligned categories) have the opportunity to compete with other states and territories to be named the best in Australia at the Australian Training Awards each year. The Australian Training Awards will be held in Brisbane in November.

All eligible applicants are encouraged to nominate for the direct entry awards – there are six Australian Training Awards available by direct entry.

LIFETIME ACHIEVEMENT AWARD

The Lifetime Achievement Award is presented in recognition of an individual's outstanding leadership and contribution to the VET sector for more than 25 years. This may be a new innovation, new knowledge, or ways to improve professional practice deemed to be above and beyond the everyday with a long lasting impact in the sector.

NATIONAL ACHIEVEMENT AWARD

This Award is presented in recognition of an individual's outstanding leadership and contribution to the TAFE and training sector for up to 25 years. This may be a new innovation, new knowledge, or ways to improve professional practice deemed to be above and beyond the everyday with a long-lasting positive influence and impact in the sector.

EXCELLENCE IN LANGUAGE, LITERACY AND NUMERACY PRACTICE AWARD

This Award recognises innovation and excellence by an individual involved in improving English language, literacy and numeracy skills in an educational, community or workplace context.

AUSTRALIAN APPRENTICESHIPS – EMPLOYER AWARD

This Award recognises those employers who have made innovative improvements in training which provide beneficial outcomes for their apprentices and/or trainees in Australia and to their local community.

INTERNATIONAL TRAINING PROVIDER OF THE YEAR AWARD

This Award recognises a registered training provider that has demonstrated outstanding achievement in all aspects of vocational education and training to full-fee paying international students in Australia and overseas.

SCHOOL PATHWAYS TO VET AWARD

This Award recognises eligible organisations including schools, registered training providers, group training organisations, industry bodies and employers that have collaboratively delivered one (or more) excellent vocational education and training programmes to secondary school students.

Direct entries to the 2019 Australian Training Awards close 31 May. For more information visit
www.australiantrainingawards.gov.au







65TH ANNIVERSARY
VICTORIAN
TRAINING AWARDS



Education
and Training